

INTERNAL REQUEST DOCUMENT

DOC # _____

JON: _____
____ CC00 ____

1. ITEM (NSN, FORM#, NAME, COLOR, ETC.)	QTY	UNIT	UNIT PRICE	TOTAL PRICE

TOTAL:

2. JUSTIFICATION:

3. REQUEST INITIATED BY:

NAME (print) DEPT / CODE / PHONE DATE DATE REQUIRED

4. SUGGESTED SOURCE OF SUPPLY:

Vendor: _____	Vendor: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Contact: _____	Contact: _____

5. AUTHORIZING OFFICIAL:

SIGNATURE / TITLE / CODE

DATE

SUPPLY USE ONLY

6. How Buy is to be made:

- a. SUPPLY SYSTEMS: ☐ Yes ☐ No
- b. DRMO: ☐ Yes ☐ No
- c. FPI: ☐ Yes ☐ No
- d. NIB/NISH: ☐ Yes ☐ No
- e. FSS: ☐ Yes ☐ No

(1) Optional: _____

(2) Single Source: _____

(3) Multiple Source: _____

(4) Lowest Price: _____

- f. OPEN MARKET: ☐ Yes ☐ No

(1) Credit Card: ☐ Yes ☐ No

(2) Check #: _____

(3) BPA: _____

(4) 1F: _____

(5) SB: _____

(6) LB: _____

(7) ED/NP: _____

(8) M/O: _____

(9) W/O: _____

(10) Discount: _____

(11) DLVY Date: _____

(12) DLVY: ☐ FOB DEST ☐ Other

(13) EST Shipping date: _____

- 7. Funds Verified in FastSite:** ☐ YES ☐ NO

Amount Verified: \$ _____

JON/Expense Element Verified in COA: _____

Sign: _____ Date: _____

8. Vendor

Name: _____

Phone: _____

POC _____

9. D.O.#

10.

BPA # _____

a. BPA Call #: _____

b. Caller Sign: _____

c. Date Call Placed: _____

11.

Buyer's Signature: _____

Date order placed: _____

12. Approving Official:

☐ Approved ☐ Disapproved -See Remarks

Signature: _____ Date: _____

13. Accounting Data:

17 _____ 1804.22N5/000/ _____ 0/068688/2D/ _____ / _____

Document # _____

Signature of person posting in FastSite: _____ Date: _____

14. Remarks:

